



CONFIDENTIAL MEMORANDUM

TO: Carlos Vargas, Human Resources Director

FROM:

SUBJECT: Request for Telework

I am requesting that I be considered to participate in the City of Rockville's Teleworking Program. Although certain aspects of my job required that I work from my City office, there are other duties that can be accomplished from my home office.

Proposed schedule:

Remote office description:

How the City will know I am working:

How I can be reached:

If I am needed at the office:

Childcare, elder care and other non-work related obligations:

Impact on the family:

Impact on Co-Workers: